

SETTING Goals

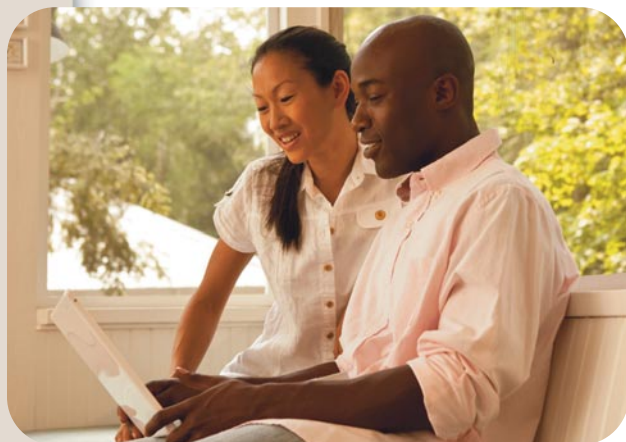
Everyone has goals. The question is, how do you convert them into accomplishments?

The key is to choose goals that fit your hopes and dreams and match your values. Consider the following steps when determining which goals you want to pursue:

- **Engage in self-reflection.** Make a list of all of your goals, including those that may seem out of your reach. Next, write down where you see yourself in six months, two years, and five years. Where do each of these goals fit into that timeline?
- **Narrow your focus.** After considering your goals, decide which one you want to focus on first. Do some research to get a clear understanding of what steps will be necessary to accomplish the goal. If it is a large one, break it down into smaller steps.
- **Be specific.** Write down a detailed, realistic description of your goal. Instead of saying “I want to remodel my house,” describe how you would redo each room in detail. This will help with the process of breaking the goal into smaller, more manageable steps.

After you set a goal, the next challenge is staying on track. Some ways to do this include:

- **Make lists.** List what tasks must be done and what tools or training you will need. Update your list on a weekly or monthly basis and add new tasks as needed.
- **Keep a journal.** Writing in a journal about your experiences is a good way to track your progress. It may also help you to stay motivated when the going gets tough.



- **Share your goal.** Tell the people you count on for encouragement and advice about your plans for the future. Limit what you share with those who are overly negative or prone to gloomy predictions.
- **Have faith in yourself.** Negative thoughts will undermine your confidence. When setbacks occur, do your best to determine why and revise your plans as needed — then try again.
- **Periodically revisit your goals.** As you grow and change, your goals will too. If a goal no longer fits with what you want for your life, don't be afraid to move on from it.

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